

Student Worksheets

Extended Core Unit of the starter course module *Academic Presentations in English*

The following activities will help you to make fluent and appropriate use of English phrases that can be applied in any presentation, independent of its specific content. Particular emphasis will be given to English phrases that can be used to highlight the structure of your presentation, which will make it easier for your audience to follow your talk and to understand its contents.

Autorenteam: Annelie Knapp
Stefanie Heimann
Vera Kurth
Silke Timmermann

Starter course

devised by the MuMiS project – Multilingualism and Multiculturalism in University Studies

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For more information about the research project, see our website: <http://www.mumis-projekt.de/>

For questions and feedback please contact us at: mumis-projekt@uni-siegen.de



Activity 1: Sample Introduction

🕒 5 min

Underline all phrases (more than a single word, but not necessarily a complete sentence) in the text that you could use in any presentation, no matter what the topic is. The first phrase has already been underlined for you.

"OK, shall we start?" Good morning everyone! As you can see on the screen, our topic today is *Academic Presentations in English* and the purpose of my talk is to prepare you for the presentations that you will be giving in this course. We'll focus on language tips and tools that can be helpful when it's your turn to stand here. This presentation will take about 90 minutes and you can download the PowerPoint presentation from [website], if you like. So you don't need to copy everything.

This presentation is divided into six parts. First, I'd like to show you a sample introduction of a presentation so that you can get to know a number of useful expressions for the beginning of your talk and you'll learn something about the structure of this part of a presentation. We'll then look at a well-established presentation technique which is called signposting. We'll find out what exactly this is, how it is done and why. After that we'll move on to the structure of the main part and the final part of the presentation and where we will put signposting into practice. In the fourth part we'll have a look at a practical online dictionary which contains phrases for presentations at university. I will finish with some pieces of advice and a short summary... Please feel free to interrupt and ask me questions at any time!

OK, so let's start with the first point: the introduction of a presentation in English."



Activity 2: Steps in an Introduction

🕒 5 min

The nine phrases shown below can be used to introduce a presentation. On the right you can see nine steps that you can possibly take to start a presentation. Match each phrase to the corresponding step. The first one has already been done for you. Then put the steps into a meaningful order, marking them from 1 to 9.

Phrases

Most of you already know me, I'm ...

My presentation will take about 25 minutes.

I'll be happy to answer your questions at the end.

What I want you to get out of my presentation is ...

Ok. Let's get started.

The subject of my presentation is ...

I've broken my presentation down into three parts.
First, I'll look at ...

Good morning everyone.

I will distribute the handout after the presentation.

Steps in an introduction

Step no.

describing the purpose

☐

announcing the outline

☐

getting attention

☒

introducing oneself

☐

talking about the
availability of material

☐

welcoming

☐

announcing the length of
the presentation

☐

announcing the topic

☐

announcing when you will
answer questions

☐

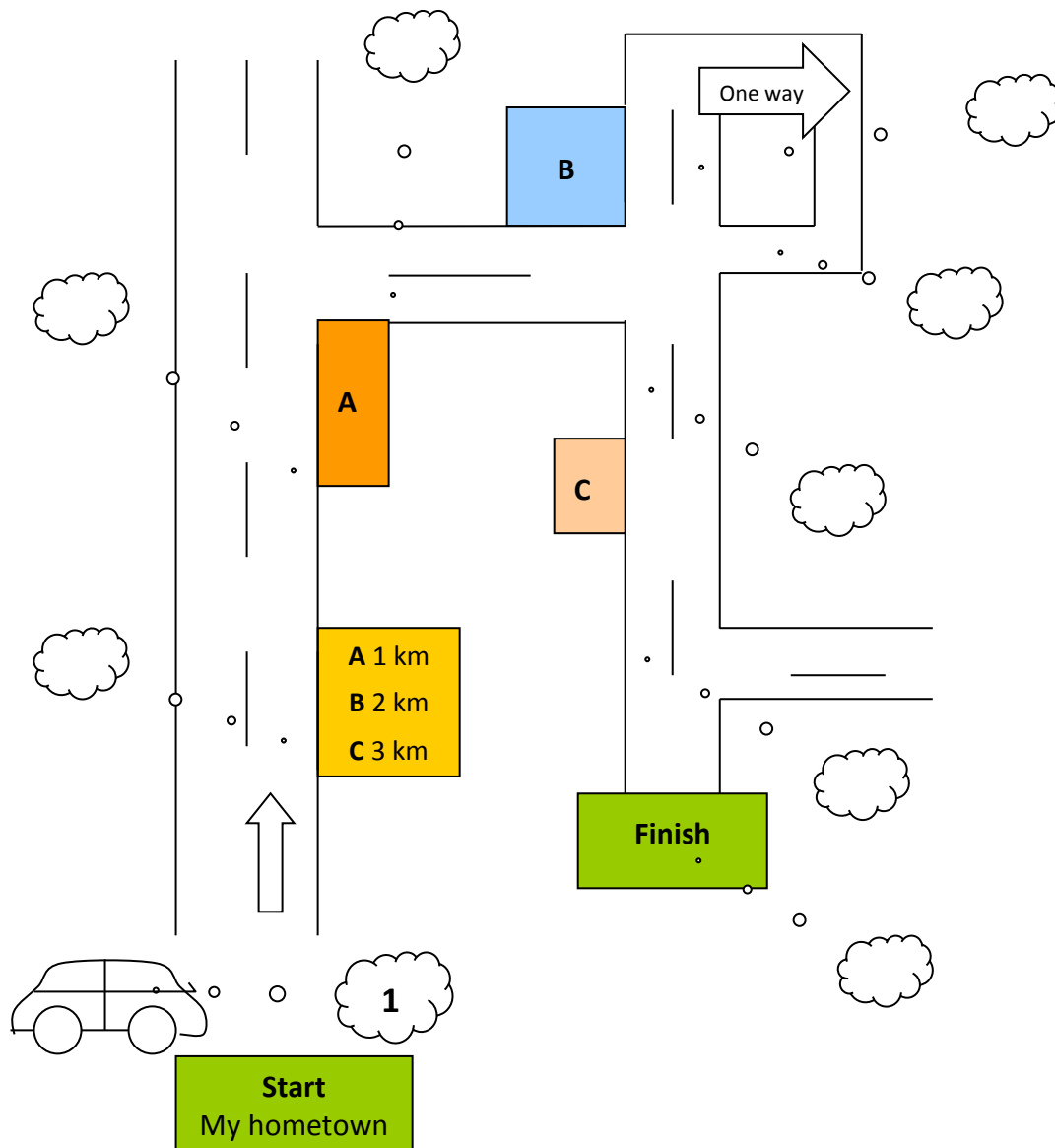


Activity 3: Signposting

5 min

What's the driver saying while moving along the road?

Put numbers 2 to 9 in the right speech bubble and draw the route.



1. Today I'm going to talk about ...
2. Before going on, I'd just like to say a little about ...
3. This brings me to the end of my presentation. I'm now open for your questions.
4. That's all I would like to say about ... So let's go ahead and look at...
5. I've broken my presentation up into three parts. First, we'll look at ..., then I'll show you ..., and finally I'll say a little about ...
6. OK, so before I finish, let me summarize what we've looked at...
7. So, getting back to my original point ...
8. Let's turn now to my last point, which is ...
9. OK, so let's get started with ...



The increasing value of skills

Mehrsprachigkeit und Multikulturalität
im Studium
MuMiS-projekt.de

1. Earnings of skilled and unskilled workers (in the past and today)
2. Why has the earnings gap increased?
3. Summary and conclusion

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Activity 5: Using *UniComm English* – The Main Part

15 min

Next comes the main part of your presentation. Imagine you have prepared several slides. Two of them are shown below.

1. Earnings of skilled and unskilled workers

	1980	2003
High school graduates (no college) → unskilled workers	\$ 38,713	\$ 38,331
College graduates → skilled workers	\$ 55,781	\$ 69,913
Difference in earnings	\$ 17,068	\$ 31,582

→ The gap has increased

2. Increasing gap – why?

□ 2.1 Effects of increasing international trade:

1. greater demand for goods produced with skilled labour
2. less demand for goods produced with unskilled labour

Use your reference material (or *UniComm English*) to write down what you might say to present the first two slides of the main part of your presentation. You can find prefabricated phrases to introduce the main part of the presentation and the visualized data (i.e. the table). There are also some for making transitions and listing. Feel free to use other phrases from the reference material and add information that is not on the slides.

You have reached the end of the main part of your presentation. What could you say here?



Activity 6: Using *UniComm English* – The End

5 min

The End: This is your last slide. Which phrase(s) from *UniComm English* could be useful here?

3. Summary and conclusion

□ Earnings gap:

dramatic increase 1980 – 2003 due to

- Increasing international trade
- Changes in technology

→ Rich are getting richer and poor poorer

How can you **finish off** your presentation?

Choose five more phrases from *UniComm English* that **you** would like to remember for your future presentations in English.

1.

2.

3.

4.

5.

The figures on the slides are based on Mankiw, Nicholas Gregory (2007): *Principles of Economics*. Mason, Ohio [et al.]: South-Western Cengage Learning.